

CONFIDENTIAL

~~CONFIDENTIAL~~

22 August 1946

COPY NO. 20

CENTRAL INTELLIGENCE GROUP/ AGENCY

C.I.G. ADMINISTRATIVE [REDACTED]

25X1A

INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

25X1A

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.

2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.

3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.

4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

25X1A

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

DATED: 26 SEPTEMBER 1947

order:

6. Smooth operation ...

CONFIDENTIAL

Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret intelligence within C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Colonel, CAC
Executive for Personnel
and Administration

22 August 1946

25X1A

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDERINTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.
2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.
3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.
4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

CONFIDENTIAL

Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence within C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

~~CONFIDENTIAL~~22 August 1946

COPY NO.

63

ILLEGIB

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE

25X1A

INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

1. This memorandum proscribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.

2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.

3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.

4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

CONFIDENTIAL

Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence within C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

25X1A

Science, CRC
Executive for Personnel
and Administration

22

1946

COPY NO. [REDACTED]

CENTRAL INTELLIGENCE GROUP AGENCY

C.I.G. ADMINISTRATIVE [REDACTED]

INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

*Now in
Rewrite
Process*

25X1A

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.

2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.

3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.

4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

CONFIDENTIAL

Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I. will be disseminated within C.I. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIA intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence within C.I. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAO
Executive for Personnel
and Administration

From:
Secretary, N.I.A.

X To:
Assist. Executive Director
X 10Sep.

Enclosures:
Draft, Administrative
Order, subject
"Authority to Sign
Official Papers and
Correspondence" For Action

STATINTL

The enclosed draft of an administrative order is designed to clarify and standardize the signing and issuance of official papers and correspondence. It is especially designed to delegate this authority to responsible officials within C.I.G. STATINTL STATINTL

The enclosed draft has the concurrence of Mr. Edgar and [REDACTED] of ICAPS, [REDACTED] Colonel Galloway of Special Operations, [REDACTED] and Mr. Montague of ORE, and Captain Olson of Collection and Dissemination.

Central Records (2)---
Executive Registry
Return to Mr. Lay

RESTRICTED

17 September 1946

[REDACTED]

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO.

AUTHORITY TO SIGN OFFICIAL PAPERS AND CORRESPONDENCE

References: a. C.I.G. Administrative
and changes thereto [REDACTED]
b. C.I.G. Administrative [REDACTED]
c. C.I.G. Administrative [REDACTED]
d. C.I.G. Secretariat Mem [REDACTED]

25X1A

1. The following rules governing the signing and issuance of official papers and correspondence originating within C.I.G. are circulated herewith for information and guidance. These rules do not apply to the dissemination of intelligence produced by C.I.G., which will be handled in accordance with the provisions of C.I.G. Administrative Order [REDACTED]

25X1A

2. The following official papers and correspondence, after necessary coordination with the Interdepartmental Coordinating and Planning Staff, will be submitted to the Executive Director for the approval of the Director or of appropriate members of his office:

- a. Papers submitted for consideration of the National Intelligence Authority or the Intelligence Advisory Board.
- b. C.I.G. Directives and Operations Memoranda.
- c. Correspondence addressed personally to the President, members of the National Intelligence Authority and the Intelligence Advisory Board, the heads of other Federal departments and independent agencies, members of Congress, and other individuals and heads of organizations of similar standing.
- d. Any other papers or correspondence involving actions which are not clearly authorized by existing policies or directives of the N.I.A. or the Director.

3. Subject to the provisions of paragraph 2 above, the following C.I.G. officers are authorized to sign and issue official papers and correspondence as indicated:

a. The Executive Director - all papers and correspondence which are consistent with the policies and desires of the Director, including C.I.G. Operations Memoranda, and which do not require the personal signature of the Director or of the Deputy Director.

b. Secretary, N.I.A. -

(1) After approval by the Director, or for him by the Deputy Director or Executive Director, papers submitted for consideration of the National Intelligence Authority or the Intelligence Advisory Board, and C.I.G. Directives.

(2) N.I.A. Directives, after approval by the N.I.A.

(3) Correspondence with other Federal departments and agencies required to implement N.I.A. and C.I.G. Directives, after necessary coordination with the Executive Director.

(4) Correspondence with N.I.A. and I.A.B. members in connection with the affairs of these bodies, after necessary coordination with the Executive Director.

c. Executive for Personnel and Administration -

(1) After approval by the Executive Director, C.I.G. Administrative and Personnel Orders.

(2) All routine correspondence concerning personnel and administrative matters, except when addressed personally to individuals designated in Paragraph 2 a above.

d. Assistant Directors - All routine official papers and correspondence which are required to perform their assigned

functions and are authorized by existing policies or directives of the Director, except when addressed personally to individuals designated in Paragraph 2 e above.

4. N.I.A. and C.I.G. short-title papers will be prepared in accordance with the provisions of C.I.G. Secretariat Memorandum No. 1, dated 18 April 1946. Correspondence will be prepared in accordance with the provisions of C.I.G. Administrative Order [redacted] dated 26 August 1946.

STATINTL

W H K
etc

22 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE [REDACTED]

25X1A

INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.
2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.
3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.
4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

CONFIDENTIAL

Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence within C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Colonel, CAC
Executive for Personnel
and Administration